

Minutes of the Personnel Committee

Tuesday, December 9, 2003

Chair Paulson called the meeting to order at 1:04 p.m.

Present: Supervisors Duane Paulson (Chair), Pete Gundrum, Bob Thelen, Don Broesch, and Carl Seitz. **Absent:** Jeff Morris and Matt Thomas.

Also Present: Legislative Policy Advisor Dave Krahn, County Board Chair Jim Dwyer, Employment Services Manager Sue Zastrow, Inspector Bob Johannik, Captain Karen Ruff, Accounting Services Manager Larry Dahl, Senior Financial Analyst Mike Baniel, Register of Deeds Mike Hasslinger, Deputy Register of Deeds Chris Crouch, Real Estate Supervisor Steve Heric, Collections & Business Services Manager Sean Sander, Senior Financial Analyst Andy Thelke, and Labor Relations Manager Jim Richter.

Ordinance 158-O-115: 2004 Non-Represented Employees' Salaries

Johannik referred to their handout entitled "Non-Rep Benefit Proposals" (not included in the ordinance) for non-represented Sheriff Department employees. Two of the proposals would be "use it or lose it" and had no fiscal impacts while the third proposal would have a fiscal impact. He went on to explain these in detail. Paulson asked if a fiscal analysis has been done where Baniel said he has not had the opportunity to do so. Paulson said approving any or all of these proposals would result in amending this ordinance.

Zastrow referred to the ordinance and said they are proposing a sliding scale of across-the-board increases to various classifications. Those that would receive 2% salary increases are the lower paid non-represented employees, typically the support and technical staff, but also the senior services aide and the nutrition center managers. The second group would receive 1.75% salary increases and include principal level professionals, some entry-level supervisors, weekend registered nurses, etc. And 1.5% salary increases would be given to managers, department heads, doctors, and some of the Information Systems employees.

Section two proposes shift differentials for the registered nurses at the Mental Health Center – a 24-hour operation. Zastrow advised that this is market driven and these positions are difficult to recruit for. We need to be competitive with other hospitals in the area.

MOTION: Broesch moved, second by Gundrum to approve ordinance 158O- 115.

Seitz said he will vote against the ordinance due to higher property tax bills whereby he referred to his own which increased \$12,000 in 2003. He feels governments need to "tighten their belts" at this time. Thelen had concerns with approving this ordinance when employee health insurance costs incurred by the County are continuing to increase. Broesch and Dwyer spoke in favor of the ordinance.

Motion carried 3-2. Gundrum and Seitz voted no.

The Sheriff Department's proposals were neither discussed in any length nor considered.

Resolution 158-R-011: Designate Fund Balance for Sick Leave Retirement Payouts

Dahl said currently, the County does not have a special fund set up for sick leave retirement payouts. Typically, for those retiring from smaller departments (30 employees or less), the money comes out of the Non-Departmental Fund. For those departments that have more than 30 employees, they are required to budget for this internally.

Dahl said they are not asking for any additional funds as they are already in place. They are looking to show these funds on a balance sheet as a designation of fund balance. Richter added this is not a new benefit. It's being done in anticipation of mandated federal changes in our accounting procedures.

MOTION: Thelen moved, second by Gundrum to approve resolution 158-R-011. Motion carried 5-0.

Ordinance 158-O-110: Appropriate Additional Expenditures and Revenues in the Register of Deeds Office for the Purchase of Optical Character Recognition Software

Hasslinger said they are asking that \$100,000 in revenues be used to purchase Optical Character Recognition (OCR) software. He noted that revenues exceeded the budgeted amount by \$1.6 million. They anticipate this software will allow them to more effectively and efficiently process documents. For comparison purposes, Hasslinger said in 1993 they processed 121,000 documents with 24 employees and in 2003 they processed 215,000 documents with 27 employees – a 77% workload increase.

After implementation of the OCR software, the office will reduce staffing by one FTE achieved upon the next clerical position vacancy unless an outside staffing analysis supports retention of that position no later than within six months of implementation and acceptance of all phases of the OCR software.

Hasslinger and Heric gave a PowerPoint presentation on the documents recorded / number of employees ratio over a ten year period, strategies they have used over the years to deal with volume increases, what they anticipate in the next five years, anticipated office improvements due to OCR software implementation, and the timeline for full implementation.

MOTION: Seitz moved, second by Thelen to approve ordinance 158-O-110. Motion carried 5-0.

Approve Minutes of November 18, 2003

MOTION: Broesch moved, second by Thelen to approve the minutes of November 18. Broesch asked that an amendment be made. Motion carried 5-0 as amended.

Schedule Next Meeting Dates

January 6 and 20, 2004

Executive Committee Report

Paulson advised of the following issues discussed at the last Executive Committee meeting.

- Approved the various appointments that were included in the last yellow packet.
- A joint meeting of the Executive, Public Works and Finance committees was held on River Rail Transit and whether or not we will help pay for 10 miles of track repair in Waukesha County.
- Paulson advised that County Board Chair Jim Dwyer will not chair the December 16 County Board meeting because he will be one of 375 guests having dinner with the President in Washington, D.C.
- The Governor's Summit is being held tomorrow in UW-Milwaukee and Dwyer will be giving a speech on inter-county cooperation.
- The committee reviewed UW-Extension goals and objectives.

Closed Session

MOTION: Broesch moved, second by Gundrum to go into closed session at 2:26 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues associated with the AFSCME Master Unit Contract, and to approve the closed session minutes of August 19 and November 18, 2003. Motion carried 5-0.

MOTION: Gundrum moved, second by Broesch to return to open session at 2:37 p.m. Motion carried 5-0.

MOTION: Seitz moved, second by Thelen to adjourn at 2:37 p.m. Motion carried 5-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Pete Gundrum
Secretary